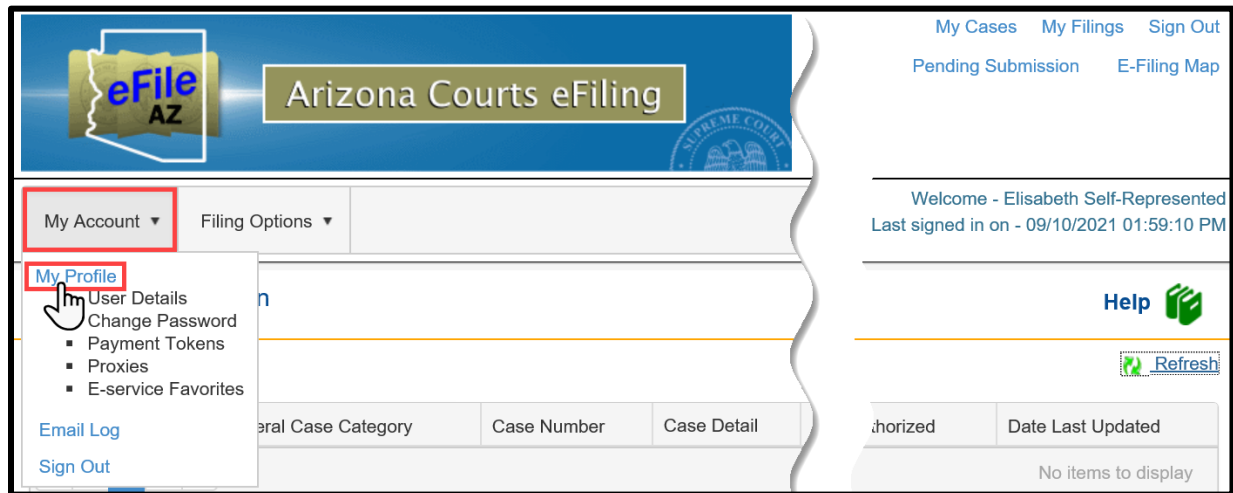
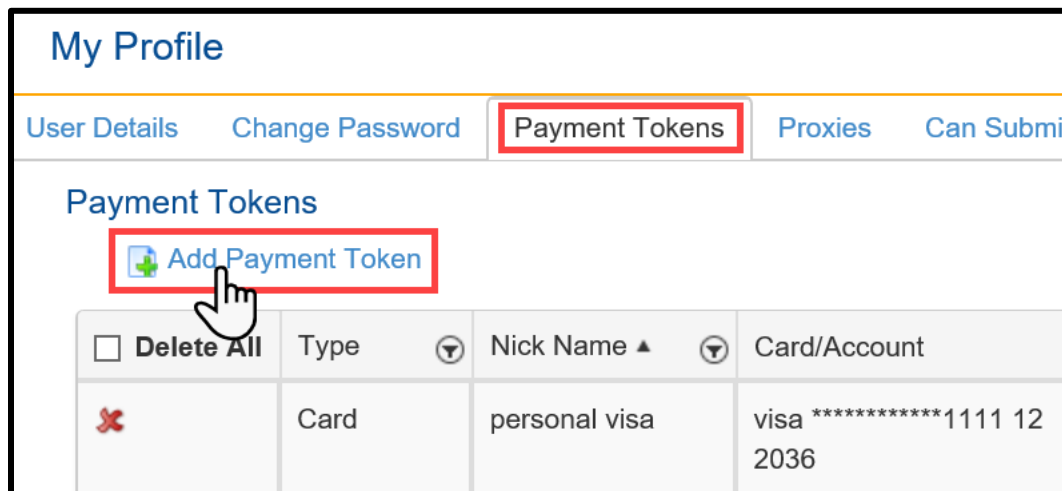


How to Create a New Payment Method (Token) for an Individual/Unaffiliated Attorney

1. Log in to [eFileAZ](#) > Select My Account > Select My Profile



2. Select Payment Tokens tab > Select Add Payment Token > Page redirects to nCourt



3. Enter Payment Information and Billing Information > Select Submit Information

Note: Card/Account Description is the Nick Name for the Payment Token

Register Card

Payment Information

Credit Card
Checking/Savings Account

Card Type
MasterCard

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11 2025

Card Description
Enter Card Description

Billing Information

☐ Billing address is an international address

Organization Name
Enter First Name

OR

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State
Select State

Zip / Postal Code
Enter Zip

Back
Submit Information

4. The newly created token displays within the list of Payment Tokens

My Profile

User Details
Change Password
Payment Tokens
Proxies
Can Submit Fo

Payment Tokens

Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account
	Card	personal master card	mastercard *****4142 09 2021
	Card	personal visa	visa *****1111 12 2036

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